

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 02-24

Date Released: December 9, 2024

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: October 1, 2024

Subject: English Language Learner (ELL) Integrated Education and Training (IET) Grant

Applicable Program: ELL IET

This Operational Directive (OD) describes the critical requirements and processes to be followed when working on this discretionary grant.

The ELL IET grant seeks to create sustainable change in workforce and education programming to enhance the lives of California's immigrant population through accelerated education and training opportunities that will ensure equitable access to employment in high quality jobs.

Population(s) to be Served:

- English Language Learners

Eligibility Criteria:

- Identify with the population listed above
- At least 18 years of age
- U.S. Work Authorization (prior to any paid employment activity, i.e., Transitional Jobs, On-the-Job Training, or job placement services)
- Resident of the State of California
- Selective Service
- Proof of identification
- Right to Work Documents (prior to any paid employment activity, i.e., Transitional Jobs, On-the-Job Training, or job placement services)
- CASAS Reading – 627R
 - Required Score 230 – 6th Grade
 - Prior assessment(s) from a referring partner may be accepted if it is performed within six (6) months before the local WIOA application date. Service Providers must upload a copy of the assessment results to CalJOBSSM. See Adult Program Assessment Requirements OD 17-18 for more information.

Supportive Services:

The maximum cost for Supportive Services for ELL IET participants is not to exceed \$3,324 per participant. Staff must follow the supportive service process as outlined in Supportive Services Process OD 18-18. Allowable supportive services include but are not limited to the following:

- Mileage reimbursement or bus passes
- Car repair
- DMV fees for Driver's Licenses
- Childcare
- Needs Related Payments
- Support for documentation and Citizenship applications

Training Requirements:

- Certified Nursing Assistant (IET CNA)
 - WorkKeys® - AM:3 WD 3 GL:3 O*Net: 31-1131.00
- Heavy Equipment Operator (IET HEO)
 - WorkKeys® - AM:3 WD 3 GL:3 O*Net: 49-9041.00, Drug Test
- Wildland Firefighting (IET Wildland Firefighting)
 - WorkKeys® - AM:5 WD 5 GL:4 O*Net: 47-4011.00, Drug Test

CalJOBS Enrollment Requirements:

- WIOA Application
 - Select "yes" for NonWIOA Special Grant
 - Select "yes" for ELL IET – 2083
- Service Codes under ELL IET
 - All appropriate adult activity codes
 - Training codes
 - 222 – English Language Learner (ELL), **AND**
 - 328 – Occupational Skills Training – Non-Approved Provider (No ITA)
 - Select Provider "Valley ROP"
 - Select appropriate training program
 - No voucher required
 - All appropriate Supportive Service(s) codes
 - Select budget – FRWDB ELL-IET Supportive Services
 - Voucher Required
- Co-Enrollments
 - 108 – Referred to WIOA Services

Fresno County Process Changes:

- WorkKeys Remediation – May be completed concurrently with training as needed

The depiction of the Process Flow on page 3 is intended to serve as a guide for the flow of program services. Service Providers are encouraged to customize the flow of services to the needs of the participant.

If you have any questions, contact the FRWDB Program Coordinator.

ELL IET Process Flow

